



APM 9901

## Policy Memorandum No. 1 - FY 1999

**TO:** Elected Officials, Agency Directors and Personnel Officers  
State Service Agencies

**FROM:** J. K. Stringer, Jr.  
State Personnel Director

**DATE:** April 16, 1998

**SUBJECT: ADMINISTRATIVE POLICIES AND PROCEDURES FOR THE  
REGISTRATION OF AUTHORIZED AGENCIES, POSITIONS, AND  
PROGRAM BUDGET DATA FOR FISCAL YEAR 1999**

This memorandum provides the policies and procedures established by the State Personnel Board for the submission of required documentation and the coordination of transactions to implement the registration of authorized agencies, positions, and program budget data in accordance with agencies' Fiscal Year 1999 appropriation acts. These provisions shall supersede all conflicting policies and procedures for the registration of authorized agencies, positions, and program budget data published in the Mississippi State Personnel Board Policy and Procedures Manual, any additional or replacement manuals, and all subsequent changes to the manual, effective close of business on Tuesday, June 30, 1998, and shall become an official attachment to the Mississippi State Personnel Board Policy and Procedures Manual for Fiscal Year 1999.

### A. POLICY STATEMENTS:

1. All permanent and time-limited employment positions authorized in each agency's appropriation act shall be registered by the close of business on Friday, May 22, 1998. **All inconsistencies between Fiscal Year 1999 authorization and current State Personnel Board agency, position and employee data must be resolved by this date, including the completion of any plan to adjust positions (adjustments: re-authorize; establish; abolish; transfer; consolidate; or change status from part-time to full-time or full-time to part-time), execute a reduction in force or implement a legislatively mandated reorganization. THERE SHALL BE NO EXCEPTIONS TO THIS POLICY.** [Reference, Section 25-9-103 (g), Section 25-9-115 (I), and Section 25-9-135, Mississippi Code Annotated of 1972, as amended.]



APM 9901

2. All permanent and time-limited positions authorized in each agency's appropriation act shall be updated to reflect actual Fiscal Year 1999 Program Budget Data by program and fund source by Friday, May 15, 1998.
3. Authorized time-limited positions shall be **combined with** authorized permanent positions in the State Personnel Board's data base. Authorized time-limited and permanent positions shall be the basis for assessment of fees for services provided by the State Personnel Board.
4. The State Personnel Board has no authority to certify, process or otherwise acknowledge requests to implement position changes which would result in exceeding the authorized number of permanent and/or time-limited employment positions or which have the potential of increasing funding requirements during Fiscal Year 1999 not specifically authorized by legislative or budgetary escalation approval.
5. Organizational charts shall be revised to reflect employment position adjustments required to conform to Fiscal Year 1999 authorization and submitted to the State Personnel Board by Wednesday, June 3, 1998. The charts shall be annotated "Fiscal Year 1999" prior to the submission of two (2) file copies to the State Personnel Board. The organizational chart must account for all authorized positions within an agency and must depict the organizational code, the non-state service status with exclude code, the correct start step of the position, the PIN number and the correct occupational title of the position (especially those included in the ACT Special Compensation Plan). A legislatively mandated reorganization shall be monitored by the State Personnel Board to ensure compliance with legislative intent. A reorganization initiated by the agency or necessitated to conform to the agency's Fiscal Year 1999 position authorization or an adjustment to an existing staffing plan shall require prior State Personnel Board approval. Such conformance reorganization proposals must be submitted to the State Personnel Board sixty (60) days prior to implementation. [Reference, Section 25-9-115 (n), Mississippi Code Annotated of 1972, as amended].

**B. COVERAGE OF THE POLICIES:**

These policies shall govern agency and position changes for:

1. State service agencies and positions; and



2. Non-state service agencies and positions excluded from the state service by Section 25-9-107 (c), Mississippi Code Annotated of 1972, as amended:
  - agencies voluntarily operating under limited provisions of the State Personnel Board; and/or
  - time-limited positions [Reference, Section 25-9-107 (c)(xiv), Mississippi Code Annotated of 1972, as amended.].

**C. ADMINISTRATIVE PROCEDURES:**

1. Continuation of Position(s)
  - a. **Permanent Positions.** Documentation will not be required to continue established, permanent positions within the agency where no change has occurred.
  - b. **Time-Limited Positions.** In the Statewide Payroll and Human Resources System (SPAHRS), authorized time-limited positions have been combined with authorized permanent positions. Each agency has been provided a computer generated listing of currently authorized time-limited positions. The agency personnel officer or authorized signatory shall annotate the listing to indicate which positions **WILL NOT BE** reauthorized and/or re-escalated for Fiscal Year 1999. To ensure the continuation of currently authorized Time-Limited positions, the listing **must** be signed and returned to the State Personnel Board no later than close of business on Friday, May 22, 1998. The listing **must** be returned with the appropriate signature even if no changes are made.

In addition to submitting the above mentioned document to the State Personnel Board, on-line SPAHRS agencies will be required to designate the positions to be continued by changing the end date within the system. Please reference the SPAHRS User Training Workbook-Position Segment for procedures regarding the reauthorization of time-limited positions.

2. Establishment of Position(s)

The establishment of positions occurs either at the start of the fiscal year at conversion for newly appropriated positions or during the operating fiscal year when mandated by special circumstances such as budget escalation authorized by



the Department of Finance and Administration or deficit appropriation. All documents required to establish new positions shall be forwarded to the State Personnel Board by close of business on Friday, May 22, 1998.

- a. The following attachments shall be included with all requests to establish new positions:
- (1) A copy of the appropriations act or Department of Finance and Administration escalation authority authorizing the position establishment;
  - (2) An organizational chart depicting the precise location of all authorized positions, including ones to be established;
  - (3) A Job Content Questionnaire (JCQ) for each position being requested. A representative JCQ may be submitted when all positions are to be allocated to the same job class and will be assigned substantially the same work;
  - (4) A letter of request addressed to the State Personnel Director and signed by the agency head;
  - (5) A Position-Employee Profile Form for each new position being requested. **NOTE:** Program Budget Data to include Program Number, Program Percent, General Fund Percent (GF%), Federal Fund Percent (FF%), and Other (Special) Fund Percent (OF%), must be provided. Profile forms for positions established as a part of the Fiscal Year 1999 appropriations process shall be annotated as, "Position Establishment-FY 99."
  - (6) Requests for new positions in a new job class shall also include documentation required for a class establishment.
  - (7) In addition to providing the above mentioned documentation, on-line SPAHRS agencies will be required to enter the request for new positions into the system. Please reference the SPAHRS User Training Workbook-Wage, Salary and Fringe Benefits Segment for procedures regarding the submission of budget requests.

**NOTE: If the position to be established was approved by the State**



APM 9901

**Personnel Board as a part of the agency's annual Personal Services Budget Request, the agency is only required to submit item #5 as indicated above.**

- b. The establishment of authorized positions which may require the establishment of a new agency shall be coordinated between the agency representative and the State Personnel Board to implement Fiscal Year 1999 authority.
- c. The Position Identification Number (PIN) shall be assigned by the Statewide Payroll and Human Resources System (SPAHRS).

3. Abolishment of Position(s)

- a. All position abolishment information shall be forwarded to the State Personnel Board by close of business on Friday, May 22, 1998.
- b. A Position-Employee Profile form, prepared and submitted to the State Personnel Board, will be required to abolish each permanent and time-limited position not authorized for continuation in Fiscal Year 1999.
- c. On-line SPAHRS agencies will be required to enter the abolishment and the necessary justification on-line. Please reference the SPAHRS User Training Workbook-Position Segment for procedures regarding the abolishment of positions.
- d. Only abolishments required to come into compliance with an agency's appropriations bill will be allowed during the conversion period.  
**Abolishment of positions only to re-establish them at a higher level is strictly prohibited under the provisions of this policy.**
- e. Positions must be vacant prior to abolishment; therefore, incumbents occupying positions to be abolished shall be pre-terminated in accordance with established policies and procedures.
- f. The abolishment of an established agency shall be coordinated between the agency representative and the State Personnel Board.

4. Position Adjustment



- a. Authority to change the status of an established position from part-time to full-time (or full-time to part-time) will require the submission of a Position-Employee Profile form, adjusted to reflect the revised number of months or hours per week authorized.
- b. On-line SPAHRS agencies will be required to enter the request for status change (Schedule J) in the system. Please reference the SPAHRS User Training Workbook-Wage, Salary and Fringe Benefits Segment for information regarding the status change of positions.
- c. Filled positions which are designated for a status change from part time to full time will require the submission of the most current, original Position-Employee-Profile Form and an updated Experience and Training Record (either an original or a copy initialed by the Personnel Director) to the State Personnel Board by close of business on Friday, May 1, 1998.
- d. Authority to transfer and/or consolidate established positions between agencies will require coordination between the agency representative and the State Personnel Board. Program budget data changes (to include Program Number, Program Percent, General Fund Percent, Federal Fund Percent and Other (Special) Fund Percent), which would result from the transfer or consolidation of positions, will require adjustment concurrently.

5. **Revision of Agency/Position Program Budget Data**

- a. Revision of agency program budget data based on Fiscal Year 1999 appropriations acts will require the submission of a Program Budget Information for Personal Services (Salaries, Wages and Fringe Benefits) Form ( SPB Form 612-88, see attached) reflecting each authorized agency's actual appropriation by program and fund source.

This form must be submitted to the State Personnel Board at the following times:

- during conversion from the current fiscal year to the newly appropriated fiscal year (612-88 must be submitted to the State Personnel Board by close of business on Friday, May 15, 1998.);
- as part of the submission of the annual Personal Services Budget Request for the future fiscal year;



APM 9901

- when adding an agency or program during the operating fiscal year;
  - when changing the worker's compensation rate during the operating fiscal year.
- b. In addition to submitting the Form 612-88, on-line SPAHRS agencies will be required to update the agency program data for Fiscal Year 1999 on-line. Please reference the SPAHRS User Training Workbook-Agency Segment regarding procedures or updating agency program budget data.
- c. Change, deletion, or addition of a program will require documentation of Legislative Budget Office and Department of Finance and Administration concurrence to be submitted with SPB Form 612-88.
- d. Changes to program budget data of continued positions may be submitted individually on the Position-Employee-Profile Form or collectively on the Program Budget Data Capture Form provided by the State Personnel Board. All changes must be submitted to the State Personnel Board by close of business on Friday, May 15, 1998.
- e. On-line SPAHRS agencies will be required to update the position program budget data on-line. Please reference the SPAHRS User Training Workbook-Position Segment regarding procedures for updating position program budget data.

Please reference the SPAHRS User Training Workbook for additional instructions regarding procedures for submission of information through SPAHRS.

Should you have any questions concerning the policies set forth in this memorandum, please contact the Office of Classification and Compensation at 359-2764.